

Instructions for Installing the Receipt Writer (ADV 2000 Version) Program

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Overview:

This product was created to provide Agencies with a method for producing receipts on-line, thus eliminating the need for receipt books (*except in emergency situations*). It also provides users and management with a tool for generating reports of receipt activity. This application was developed in Visual Basic and Crystal Reports. It also utilizes a Microsoft Access 2000 database.

Requirements:

Windows 2000 (preferred) or Windows 95 -- 1 meg of Disk space.

Note: Best viewed with screen resolution of 600x800(high or True color), but will function with any resolution.

This product requires the establishment of a System Administrator, and from one to three System Managers.

The "System Administrator" sets certain parameters of the program and assigns the "System Managers". The "System Managers" are responsible for assigning the "Users" of the system. Each level of administration is password protected. "Users" must also enter a password to enter the system.

Installation:.

- 1) Click the applicable image on the Bureau of Budget "Downloads" page.
(Alternately: Send and E-mail to Dave Horrocks at dhorrocks@utah.gov
Request the Receipt Writer Adv 2000 Version setup.)
- 2) Copy the highlighted file to an empty folder on your C drive. Exit the Internet and close all other programs that may be running on the PC.
- 3) Open the folder where the file was saved.
- 4) Double click the "ReceiptWriterAdv2000Ver2.1.exe" file.
- 5) If a setup message is encountered stating that some files are out of date, click "OK". Click "Yes" to restart Windows. When the restart has completed, go back to step 4.
- 6) On Program Setup screen click "OK".
- 7) Click on the Computer button in the top left corner to begin the installation.
Wait for the installation to finish. Do **not** change the directory.
- 8) If a popup window message is encountered during setup stating that you are attempting to replace an existing driver with an older version, click "Yes" that you want to retain your original version.
- 9) At the conclusion of the setup, click "OK" on the popup window.
- 10) Delete the file that was downloaded for the program installation.
- 11) To set up a shortcut icon, the command line is c:\Program Files\ReceiptWriter Adv 2000\ReceiptWriter(Adv).exe. Right click on "ReceiptWriter(Adv).exe" and select "Create Shortcut". Drag the new icon to the desktop. (A picture for the icon is provided with the program. It is located in the same folder.)

12) You are finished. Access the program from the Start, Programs menu, or from the shortcut icon.

Operation:

Once the product has been downloaded to the PC designated as a\the site for receipt entry, the person acting as "System Administrator" should call Dave Horrocks at (801)538-4144 to receive further instructions. Upon inquiry, the new "Administrator" will be given password information and other instructions pertaining to the program. Once this process is completed, "System Managers" may begin assigning "Users" to the system. "Users" may also call the above numbers should they encounter problems or have questions about receipt preparation or other procedures.

The ADV version of the program can be loaded on as many PC's as desired. This version maintains its data on any drive. It is recommended that the database be moved to a "shared" location where all "Users" and those needing reports can have mutual access. Once a location is determined, the database (the .mdb file which comes packaged with the rest of the program in the c:\Program Files\ReceiptWriter Adv 2000 folder) can be moved to the shared location. When the program is activated for the first time at each PC location an error message will be encountered instructing the worker that the program is either in use at another location, or else is not connected to its database. Under "Select Database", locate the database, highlight the ReceiptWriter.mdb file, then press the "Save Location" button. This need only be done once at each location unless the database is later moved. *(The Adv version will only allow one "User" to access the database at a time.)*

Note: Each time the Adv version is downloaded it brings a blank database. Once one of the databases is moved to the shared location all other copies on other PC's should be deleted.